

Monsanto

FROM (NAME & LOCATION)

W. W. Latimer - Texas City

DATE June 9, 1983

cc. G. L. Tromblee

SUBJECT SHAC Minutes from Meeting
of June 8, 1983

G. Escamilla

J. H. Cross

D. Kaldenberg

REFERENCE

TO : R. Baca
H. Conrad
R. M. Fritz
R. T. Hammann
W. G. Howe

The Quarterly Inspection was discussed. Jack Trafton will not be available for the inspection because of more pressing duties. The laboratory check list (attached) was approved by SHAC.

Bill Latimer discussed the Drug & Alcohol Abuse Program. An educational program has been recommended, but cannot be implemented due to lack of someone in personnel to follow the program. Bob Hammann discussed programs being implemented by other companies. Texas City Refinery has found several people involved in Drugs during their program implementation. Carbide and Amoco are starting a program. Don Kaldenberg will try to find a way to staff the program.

Bob Hammann stated that the Hearing Conservation program is being finalized and is being reviewed by Gene Tromblee.

SHAC action items were reviewed (attached).

Bill Howe missed the scheduled Hourly Safety Committee meeting, but had a good excuse.

OLD BUSINESS

The TCSC will provide a service of checking any labs in the plant to insure compliance with lab standards. Rose Mary Fritz will issue a memo to communicate this service.

NEW BUSINESS

Bob Hammann issued a listing for Office Safety Committee nominees. Selected were:

Rosalie Terry
Penny Johnson
Leo Garza
Bob Grannon

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Greg Smith
Gene Silvertooth
Dan Shea
Steve Guthrie - Alternate
Bill Mixson - Alternate
Jo Pope - Alternate

Holdover will be Sylvia Pierce and Don Treleaven or Richard Curtis. Gene Tromblee will confirm selections.


Bill Latimer

/jp
Attmts.

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Monsanto

FROM (NAME & LOCATION) John Garton - Texas City

(June 7, 1983 cc. Rufus Baca
N. R. Bledsoe
SUBJECT - Laboratory Safety/Housekeeping Check List J. H. Cross
S. Davenport
REFERENCE R. M. Fritz
R. T. Hammann
TO : A. H. Conrad, SHAC Chairman W. G. Howe
P. D. Johnson
W. W. Latimer
R. L. Whitehead
G. L. Wofford

A proposed check list for evaluating laboratories during quarterly inspections is attached. It follows the format of the list used for units/shops. The list has been approved by the Technical Center Safety Committee and a QA Lab representative.


John Garton
TCSC Member

:pj

Attachment

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LABORATORY SAFETY/HOUSEKEEPING CHECK LIST

Building _____

Date _____ Inspector _____

SAFETY

1. <u>PERSONAL KNOWLEDGE OF</u>	<u>GOOD</u>	<u>POOR</u>	<u>COMMENTS</u>
Assembly Points	_____	_____	_____
Nearest Shower/Eyebath/Extinguisher	_____	_____	_____
Main Disconnects/Shutoffs	_____	_____	_____
Safety Procedures	_____	_____	_____
Safety Log Book	_____	_____	_____
Lab Chemical/Equipment Hazards	_____	_____	_____
Safety Meetings/Review of P-Bulletins	_____	_____	_____
Fire Codes/Response	_____	_____	_____
Building Evacuation Alarms	_____	_____	_____
Emergency Shutdown Action	_____	_____	_____
2. <u>PERSONAL SAFETY EQUIPMENT</u>			
Safety Glasses	_____	_____	_____
Goggles/Face Shields	_____	_____	_____
Aprons/Gloves	_____	_____	_____
Shoes/Boots	_____	_____	_____
Chemical/Dust Respirators	_____	_____	_____
Hearing Protection	_____	_____	_____
Scott Air Packs/Escape Masks	_____	_____	_____
3. <u>CONDITION OF SAFETY EQUIPMENT</u>			
Safety Showers/Eyebaths	_____	_____	_____
Fire Extinguishers	_____	_____	_____
Deluge Systems	_____	_____	_____
Safety Signs	_____	_____	_____
Bypassing of Protective Devices	_____	_____	_____
Amyl Nitrite Ampules In Date	_____	_____	_____
Hoods - Inspected/Alarms	_____	_____	_____

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4. SAFETY HAZARDSGOODPOORCOMMENTS

Work/Office Area Separation Unmarked
 Smoking, Food or Drink in Work Area
 Office Area Storage of Samples/Chemicals
 Lab Equipment Used for Eating Purposes
 Missing/Poor Labels on Chemicals/Samples
 Vacuum/Pressured Glassware not Shielded
 Chipped/Cracked/Broken Glassware in Use
 Spills or Leaks not Cleaned Up
 Wet/Slippery Floors
 Unguarded Rotating Equipment
 Hoses Cracked or Split
 Unchained Gas Cylinders
 Ladders Unsafe/Inspection Not Current
 Blocked Safety Equipment/Exits

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

HOUSEKEEPING1. WORK AREAS

Bench/Counter Tops
 Floors
 Hoods
 Storage Cabinets/Drawers
 Sample/Chemical Storage Areas
 Outside Areas
 Hallways /Passageways

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

2. OFFICE/DESK AREAS

Desks
 Bookcases
 File/Storage Cabinets
 Bulletin Boards
 Hallways
 Restrooms
 Food/Drink Areas

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

COMMENTS - OTHER

SHAC ACTION ITEMS 1983

NUMBER	DESCRIPTION	DATE SHAC ACCEPTED	SHAC RESPONSIBLE PERSON	TARGET DATE	COMMENTS	STATUS
AHC-1	Continuing Assignments: a. Contractor Safety b. Weekly Minutes c. Quarterly Inspections d. Annual Inspection e. Safety Calendar f. Procedure Bulletins g. OSC Coordinator h. TCSC Coordinator i. SHAC Action Reports	01/17/83	Baca Latimer Howe Fritz Hammann Baca Hammann Fritz Hammann			
AHC-2	Competitive Safety/Housekeeping Awards		Baca		Ordered!	
AHC-3	Publicity for Quarterly Safety/Housekeeping Inspection	02/02/83	Howe/Fritz 1st Qtr.	02/21/83 02/28/83 03/07/83 03/09/83 03/14/83 06/01/83	Bulletin board announcement. Present to expanded staff--scheduled for 03/04/83. Present to OSC, TCSC, and HSC--after expanded staff. Included in Plant News. Marquee display. Winners in newspaper. Expanded staff. Marquee display. Included in Plant News.	All complete
AHC-4	Carryover from 1982 SHAC a. P-Bulletin Revisions: 1) P-0116 2) P-0121 3) P-0123 b. Safety shower signs c. Sample bottle disposal		Hammann Baca Latimer	03/01/83	Revisions made and bulletins issued. Tested new signs.	Complete Complete Survey sent out

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NUMBER	DESCRIPTION	DATE SHAC ACCEPTED	SHAC RESPONSIBLE PERSON	TARGET DATE	COMMENTS	STATUS
SC	d. 1982 S&PP Survey Recommendations					
	1) 82-1, Nitrogen back-up of instrument air		Hammann	06/01/83	Survey complete showing nine systems in plant. Information tabulated for review.	Complete. Memo issued requesting change be noted on the protective device bypass status board.
001182	2) 81-6, Portable Bldgs/Trailers		Hammann	05/01/83	Survey complete and letters written requesting buildings be moved from questionable locations. expendable.	Most buildings removed as requested or considered expendable.
AHC-5	Prepare SHAC Alerts and Action Requests					
	a. Oxygen Cylinder Storage	02/09/83	Hammann	03/15/83	Survey complete.	Complete
	b. Equipment Inspection Practices	02/28/83	Baca/Conrad	04/01/83	Results given to SAC.	Complete
	c. Barricades & Ladders	03/09/83	Baca/Conrad	05/01/83	Letter written to areas needing amyl nitrite supply.	Complete
	d. Radio handsets-seal detect	03/31/83	Howe	05/01/83		Complete
	e. Amyl Nitrite-Shelf Life	03/31/83	Hammann	05/01/83		Complete
	f. Breathing Air Hoses-Insp.	04/08/83	Fritz/Hammann	05/01/83		Complete
	g. Opening Vessels & Equip. for Inspection	05/18/83	Hammann			Complete
	h. N ₂ backflow preventers	05/25/83	Hammann			Complete
	Drug & Alcohol Abuse Program	02/09/83	Latimer		TCSC will assist.	
AHC-6	Contractor Safety Program	02/09/83	Baca		OSC will assist.	On hold
AHC-7	Bicycle Control/Safety	02/02/83	Howe/Conrad		Dredge up old attempts at policy for review.	Need policy decision.
AHC-8	Cooling Tower Fan Brakes	02/16/83	Baca		Turned over to maintenance for resolution.	Design complete

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NUMBER	DESCRIPTION	DATE SHAC ACCEPTED	SHAC RESPONSIBLE PERSON	TARGET DATE	COMMENTS	STATUS
AHC-10	Plectron Check	04/06/83	Hammann	06/01/83	Approved by PMSB to start weekly check.	Complete
AHC-11	Hose Tape Fading	04/06/83	Baca	07/01/83	Vendor aware of problem working to resolve.	Complete
AHC-12	Holeman-Responsibilities	04/20/83	Conrad	06/01/83	Task force to work on guidelines.	Guideline written will take to PMSB

6/01/83

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